



Stanley Ho
Community College



PO LEUNG KUK

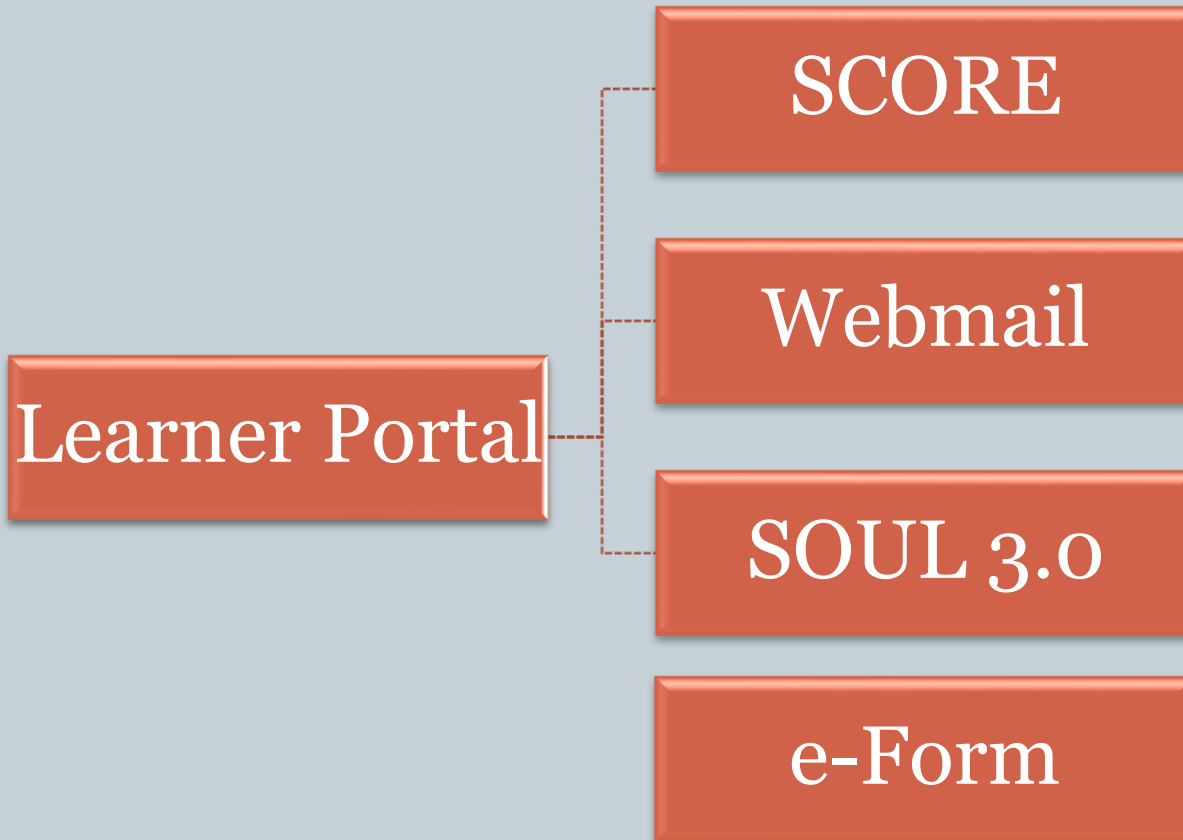
香港大學專業進修學院保良局何鴻燊社區書院

1

THE KEY FUNCTIONS OF E-LEARNING PLATFORMS

HPSHCC eLearning Platforms – Overview

2



Overview - eLearning Platforms in HPSHCC

3

1. **Learner Portal**

- Gateway to other systems
- An e-notice board (College to Students)
- Please check everyday

2. **SCORE**

- Students and course record system
E.g. checking class schedule, exam results, unofficial transcript

3. **Webmail**

- Official email system
- Main channel for communications
- Please check at least once or twice a day

4. **SOUL 3.0**

- Classroom activities system
(Lecture notes downloading, assignment submission, e-attendance taking)
- Lecturer → Students

5. **e-Form**

- Online application system

Part 2

Student and Course Record System (SCORE)

SCORE – Login

5

- Click “SCORE” after logging in to Learner Portal

The screenshot shows the HKU SPACE Learner Portal interface. A red arrow points to the 'SCORE' icon in the left sidebar, which is circled in red. The main content area displays a grid of news items under the heading 'Latest News'. The news items include:

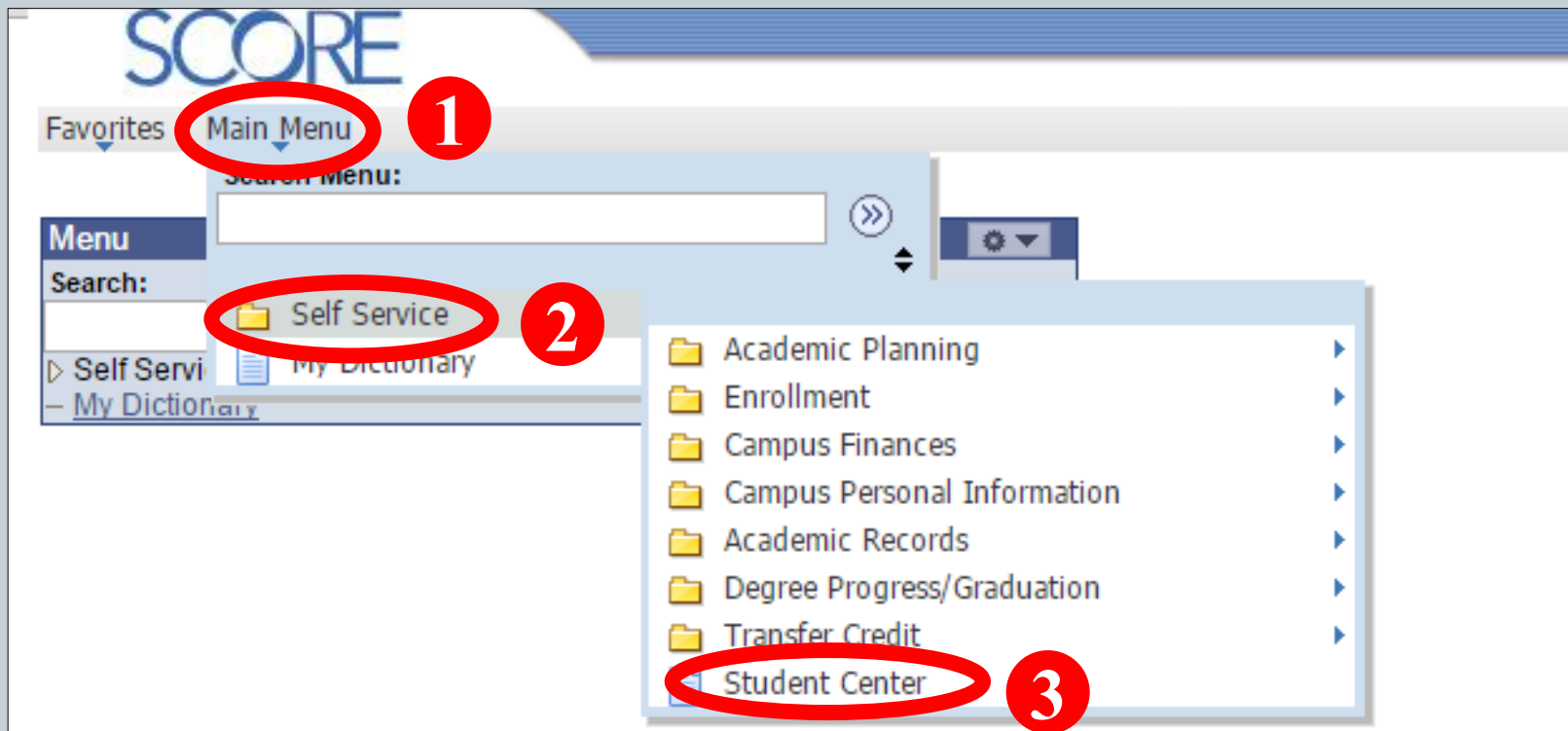
- 02 Jun 2025**: Cross Posting: IC - Online Information Seminars on Full-time International Degree Programmes for AD/ HD/ HKDSE/ IB Graduates (June 2025)
- 02 Jun 2025**: Activity Announcement: 香港青年協會 x Moovup好工速遞「AI帶路」Career Fair [Chinese Only]
- 26 May 2025**: Stanley Ho Community College: Temporary Suspension of Services of Campus Facilities in Summer 2025
- 26 May 2025**: Stanley Ho Community College: Reminder - Clearance of Student Lockers
- 22 May 2025**: Activity Announcement: 旅遊事務署及香港青年協會: [2025/26香港青年大使計]
- 21 May 2025**: Stanley Ho Community College: Release of Assessment Results & Application for Official Transcript via e-Form

The right sidebar contains an 'All News' section with a search bar and a list of news items, including the same IC - Online Information Seminars and Stanley Ho Community College announcements.

SCORE – Student Center

6

- After you accessed SCORE, you will be directed to the Main Menu page. You can view your information summary under sections (i) Academics, (ii) Personal Information in the Student Centre.



SCORE – Student Center (i) Academic

7

- Under **Academics section** in student center, you can view the summary of your academic information and enrollment-related information. You can navigate to different pages such as “Class Schedule”, “Transcript: View Unofficial” via the dropdown menu on the left.

The screenshot shows the SCORE Student Center interface. A red circle labeled '1' highlights the 'Academics' tab in the top navigation bar. Below it, a dropdown menu is open, and a red circle labeled '2' highlights the menu items. The menu items include: 'Academic Planner', 'Academic Requirements', 'Class Schedule', 'Course History', 'Enrollment: Swap', 'Transcript: View Unofficial', 'Transfer Credit: Report', 'What-if Report', and 'Account Inquiry'. At the bottom of the page, there is a message box with an information icon and the text: 'We are unable to display your account at this time. To access this information, contact the Bursar's office to complete'.

Academics 1

Plan
Enroll
My Academics

Other academic... 2

- Academic Planner
- Academic Requirements
- Class Schedule
- Course History
- Enrollment: Swap
- Transcript: View Unofficial
- Transfer Credit: Report
- What-if Report
- Other academic...
- Account Inquiry

i We are unable to display your account at this time. To access this information, contact the Bursar's office to complete

SCORE – Student Center (ii) Personal Information

8

- Your **contact information** will be shown on this page. You can view other personal information via the dropdown menu on the left.

Personal Information

[Demographic Data](#)
[Emergency Contact](#)
[Names](#)

other personal... ▼ >>

Contact Information

[Home Address](#) [Correspondence Address](#)

[Mobile Number](#) [Personal Email](#)

SCORE – Student Center (ii) Personal Information

9

If you need to change your contact information (e.g. mobile number, email address, correspondence address, etc.), you have to do it through “HP13-PDA Application for Personal Data Amendment” in the e-Form system. Please refer to slide no. 5-7 for the e-Form system login procedures.

Updates made in the SCORE system are not accepted.

Personal Information			Participation		
addresses	names	phone numbers	email addresses	emergency contacts	demographic information

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Country	Preferred	
Home ▼	12345678			<input checked="" type="checkbox"/>	delete

[ADD A PHONE NUMBER](#)

[SAVE](#)

SCORE – View Timetable

10

- Through clicking **Class Schedule** in the dropdown menu and select the term (e.g. **2025-26 Semester 1**), you will be directed to your personal timetable.

The screenshot illustrates the steps to view a personal timetable in the SCORE system. It features a navigation bar with 'Academics' highlighted (1). A dropdown menu is open, showing 'Class Schedule' as the selected option (2). A red arrow points from this menu to a 'My Class Schedule' window (3). This window contains a table for selecting a term and a 'CONTINUE' button.

Academics 1

Plan
Enroll
My Academics

other academic... 2

Academic Planner
Class Schedule
Enrollment: Swap
Transcript: View Unofficial
Transfer Credit: Report
What-if Report
other academic...
Account Inquiry

My Class Schedule 3

Select term then click Continue.

Term	Career	Institution
2014-15 Semester 1	CC/HPCC Full-time programmes	SPACE
2014-15 Semester 2	CC/HPCC Full-time programmes	SPACE

CONTINUE

SCORE – View Timetable

11

- You can view the class schedule either in List View or Weekly Calendar View by selecting display option.

List View

The screenshot displays the SCORE system interface for viewing a class schedule. The top navigation bar includes tabs for Plan, Enroll, and My Academics. Below this, there are buttons for 'my class schedule', 'drop', 'swap', and 'term info'. The 'my class schedule' button is circled in red and labeled with a red circle containing the number 1.

Below the navigation bar, the section 'My Class Schedule' is visible. Under 'Select Display Option', there are two radio buttons: 'List View' (selected) and 'Weekly Calendar View'. The 'List View' radio button is circled in red and labeled with a red circle containing the number 2.

The section '2014-15 Sem 1 | Undergraduate | Centennial College' is displayed. Below this, the 'Class Schedule Filter Options' section includes checkboxes for 'Show Enrolled Classes', 'Show Dropped Classes', and 'Show Waitlisted Classes', along with a 'filter' button.

The main content area shows the class schedule for 'CHI 5001 - A Survey of Classical Chinese'. The schedule is presented in a table format with columns for Status, Units, Grading, and Deadlines. The status is 'Enrolled', units are '3.00', and grading is 'Graded'. Below this, a detailed table lists the class details:

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
100	1	Lecture	Mo 12:00 - 13:30	TBA	Staff	12/09/2014 - 12/12/2014

The entire class schedule table is circled in red and labeled with a red circle containing the number 3.

SCORE – View Timetable

12

Weekly Calendar View



SCORE – View Timetable

13

3-hr Class

CCIT 4073 - HL11
Info Technology & Applications
Lecture
9:00AM - 12:00PM
HPC602

Example: CCIT4073-HL11
CCIT4073 = Course Code
HL = Lecture
(HT = Tutorial, HE = Exam)
11 = Class 11

Example: HPC602 & 1104
HPC = HPSHCC Campus
602 = Room 02 of 6/F
1104 = Room 04 of 11/F

	Monday 21 Jan	Tuesday 22 Jan	Wednesday 23 Jan	Thursday 24 Jan	Friday 25 Jan	Saturday 26 Jan
9:00AM - 12:00PM	CCIT 4073 - HL11 InfoTechnology & Applications Lecture 9:00AM - 12:00PM HPC602					
10:30AM - 1:30PM		HPHS 5005 - HL02 Sport & Rec Mgt & Sport C Pjt Lecture 10:30AM - 1:30PM HPC1101	HPBO 9999 - HL82 Block Off for other activities Programme Activities 9:00AM - 1:30PM Location: TBA	COCH 4012 - HL01 Practical Chinese Lecture 9:00AM - 12:00PM HPC1304		
3:00PM - 4:30PM		CCEN 4005 - HL07 EAP II Lecture 3:00PM - 4:30PM HPC901		CCEN 4005 - HL07 EAP II Lecture 3:00PM - 4:30PM HPC801		

Block Off

HPBO 9999 - HL82
Block Off for other activities
Programme Activities
9:00AM - 1:30PM
Location: TBA

TBA = To be announced

1.5-hr Class

CCEN 4005 - HL07
EAP II
Lecture
3:00PM - 4:30PM
HPC1104

SCORE – View Timetable

14

Block Off Period

Course code: HPBO 9999

- **Reserved for school/ programme/ class activities**
- **No class swapping is allowed in this period**
- **No need to come back to the campus if there is no activity arranged**
- **Activity schedule and details will be announced on Learner Portal/ SOUL/ Email or by lecturers during lessons**
- **More than one block off period for some programmes**

SCORE – View Timetable

15

You should also pay attention to “Class Notes” which includes the special arrangement for a specific course. For example:

- The first lesson will start on 13 Sep.
- This course is offered in lecture-tutorial teaching mode. The 1.5-hour tutorial will be held on 14 Oct, 21 Oct, 28 Oct, and 4 Nov. Any change of the schedule will be advised by the lecturer/College in advance.

Time	Monday 30 Mar	Tuesday 31 Mar	Wednesday 1 Apr	Thursday 2 Apr	Friday 3 Apr	Saturday 4 Apr	Sunday 5 Apr
9:00AM							
10:00AM			HPTH 4006 - HL07 Housekeeping Operation Lecture 9:00AM - 12:00PM HPC701	CCIT 4009 - HL14 Introduction to Multimedia Lecture 9:00AM - 12:00PM HPC602			
11:00AM							
12:00PM							

Class Notes



Class Notes :		
Class	Course Title	Class Note
CCEN 4004 - HE02 (Examination)	English for Academic and Professional Purposes Part I	
CCEN 4004 - HL30 (Lecture)	English for Academic and Professional Purposes Part I	
CCIT 4009 - HE05 (Examination)	Introduction to Multimedia	
CCIT 4009 - HL14 (Lecture)	Introduction to Multimedia	
HPTH 4005 - HE02 (Examination)	Front Office Management	
HPTH 4005 - HL07 (Lecture)	Front Office Management	
HPTH 4006 - HE01 (Examination)	Housekeeping Operation	

SCORE – View Timetable

16

You can view the **Examination schedule** in **Weekly Calendar View** around two weeks before the exam period.

<< previous week

Week of 22/12/2014 - 28/12/2014

next week >>

Show Week of

26/12/2014

Start Time

08:00

End Time

18:00

refresh calendar

Time	Monday 22 Dec	Tuesday 23 Dec	Wednesday 24 Dec	Thursday 25 Dec	Friday 26 Dec	Saturday 27 Dec	Sunday 28 Dec
08:30							
09:00		ENG 4002 - E01 Examination 09:00 - 10:00 Location: TBA					
10:00			ENG 5001 - EXAM Examination 10:00 - 11:00 Location: TBA				
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							

CUL 5003 - EXAM
Examination
14:00 - 17:00
Main Campus RM104

SCORE – View Timetable

17

HKU SPACE Po Leung Kuk Stanley Ho Community College (HPSHCC) ACADEMIC CALENDAR 2025-26

	Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Events / Holidays
Sep			1	2	3	4	5	6	
		7	8	9	10	11	12	13	
	1	14	15	16	17	18	19	20	15 Sep: First Teaching Day of Semester 1
	2	21	22	23	24	25	26	27	26 Sep: Graduation Ceremony
	3	28	29	30					
Oct				1	2	3	4		1 Oct: National Day
	4	5	6	7	8	9	10	11	6 Oct: Revision Day 7 Oct: The day following the Chinese Mid-Autumn Festival
	5	12	13	14	15	16	17	18	
	6	19	20	21	22	23	24	25	23 Oct: Teaching Wednesday Schedule
	7	26	27	28	29	30	31		29 Oct: Chung Yeung Festival
Nov								1	
	8	2	3	4	5	6	7	8	
	9	9	10	11	12	13	14	15	
	10	16	17	18	19	20	21	22	
	11	23	24	25	26	27	28	29	
Dec			1	2	3	4	5	6	
	13	7	8	9	10	11	12	13	12 Dec: Last Teaching Day of Semester 1
		14	15	16	17	18	19	20	15 Dec-12 Jan: Examination period*
		21	22	23	24	25	26	27	18 Dec: Payment Due Date for 2 nd Instalment of Tuition Fees
		28	29	30	31				25-26 Dec: Christmas Holidays
Jan						1	2	3	1 Jan: The 1 st day of January
		4	5	6	7	8	9	10	
		11	12	13	14	15	16	17	

1. No regular classes on the public holidays, i.e. 1, 7, 29 Oct 2025 >> No classes displayed on SCORE

2. No regular classes on the school holiday, i.e. 26 Sep, 6 Oct 2025 >> You will see classes on SCORE, but no regular classes on that day

3. Change of class schedule, i.e. 23 Oct 2025 >> You will see Thu classes on SCORE, but please follow Wed schedule on that day

4. Exam Period, i.e. 15 Dec 2025 - 12 Jan 2026 >> Exam timetable will be announced in due course

SCORE – Course History

18

- You can view the courses you have taken and the final grades on the Course History page of Student Center.








The screenshot displays the SCORE Student Center interface. On the left, a dark blue navigation bar contains the 'Academics' menu item, which is circled in red and labeled with a red '1'. Below this menu, a dropdown list is open, showing various academic options. The 'Course History' option is circled in red and labeled with a red '2'. Other visible options in the dropdown include 'Plan', 'Enroll', 'My Academics', 'other academic...', 'Academic Planner', 'Academic Requirements', 'Class Schedule', 'Transcript: View Unofficial', 'Transfer Credit: Report', 'What-if Report', and 'other academic...'. To the right of the navigation bar, there is a search bar with a green 'SEARCH' button. Below the search bar, there are three status boxes: 'Holds' (No Holds), 'To Do List' (No To Do's), and 'Enrollment' (Open Enrollment). At the bottom of the page, a message states: 'We are unable to display your account at'.

SCORE – Course History

19

- You will then be directed to this page. The course list shows all courses you took in previous semester(s) and courses you are taking in the current semester.

 Taken
  Transferred
  In Progress

Course	Description	Term	Grade	Units	Status
BUS 4002	Principles of Economics	2013-14 Sem 1	A+	3.00	
BUS 5010	Macroeconomics	2013-14 Sem 2	B+	3.00	
ENG 5003	Speaking for Academic and Prof	2013-14 Sem 2		3.00	
MGT 5432	Modern Management: The Drucker	2013-14 Sem 1	EX	3.00	
POL 5001	China and the World	2013-14 Sem 1	A+	3.00	
POL 5002	Global Political Economy	2013-14 Sem 2		3.00	
POL 5004	Contemporary International Pol	2013-14 Sem 1	A+	3.00	
POL 5005	Political Development in Conte	2013-14 Sem 2		3.00	
SOC 5002	World Cities and Sustainable D	2013-14 Sem 2		3.00	

SCORE – View Transcript

20

- You can obtain the complete record of course results of your study at the College by generating an unofficial transcript on SCORE.

The screenshot displays the SCORE system interface. On the left, a blue navigation bar contains the 'Academics' menu item, which is circled in red and labeled with a red '1'. Below this menu, a dropdown list is open, showing options such as 'Academic Planner', 'Academic Requirements', 'Class Schedule', 'Course History', 'Enrollment: Swap', 'Transcript: View Unofficial' (circled in red and labeled with a red '2'), 'What-if Report', and 'other academic...'. To the right of the navigation bar, there is a search bar with a green 'SEARCH' button. Below the search bar, there are three sections: 'Holds' (showing 'No Holds.'), 'To Do List' (showing 'No To Do's.'), and 'Enrollment' (showing 'Open Enrollment'). At the bottom of the page, there is a message box that reads 'We are unable to display your account at'.

SCORE – View Transcript

21

- Select **Academic Institution: HKU SPACE (incl. CC and HPSHCC)**, **Report Type: FT Unofficial (Eng)** and **Academic Program: Your Programme** from the dropdown menu and then click **view report**. The unofficial transcript will be generated in pdf format.


If you need an official transcript, please apply through “HP42-TRN Application for Transcript (Current Students)” of the e-Form system. The normal processing time for the application is around two to three weeks.

View Unofficial Transcript

Choose an institution and report type and press View Report

****this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place****

Academic Institution	HKU SPACE(incl. CC and HPSHCC)
Report Type	FT Unofficial (Eng)
*Academic Program	HP505

[view report](#)

IT Help on e-Learning Platforms

22

- After logging in to LP, click “IT Help” on the left

Learner Portal Hi [LOG OUT](#)

HKU SPACE 香港大學專業進修學院 HKU School of Professional and Continuing Education

[My News](#) [My Resources](#) [My Events](#) [CareerSPACE](#)

Latest News

02 Jun 2025

Cross Posting

IC - Online Information Seminars on Full-time International Degree Programmes for AD/ HD/ HKDSE/ IB Graduates (June 2025)

02 Jun 2025

SDRC

活動宣傳: 香港青年協會 x Moovup好工速遞「AI帶路. 搵工零難度」Career Fair [Chinese Only]

26 May 2025

Stanley Ho Community College

Temporary Suspension of Services of Campus Facilities in Summer 2025

All News

#HKU School of Professional and Continuing Education #HKU SPACE PLK SH CC #Student Development Resource Centre #Cross-Group #Jun 2025 #May 2025 #Apr 2025 #Mar 2025 #Feb 2025 #Jan 2025 #Oct 2024 #Sep 2024 #Mar 2024

IC - Online Information Seminars on Full-time International Degree Programmes for AD/ HD/ HKDSE/ IB Graduates (June 2025)
02 Jun 2025 - Cross-Group

活動宣傳: 香港青年協會 x Moovup好工速遞「AI帶路. 搵工零難度」Career Fair [Chinese Only]
02 Jun 2025 - Student Development Resource Centre

Temporary Suspension of Services of Campus Facilities in Summer 2025
26 May 2025 - HKU SPACE PLK SH CC

Reminder - Clearance of Student Lockers

26 May 2025

Stanley Ho Community College

Reminder - Clearance of Student Lockers

22 May 2025

SDRC

旅遊事務署及香港青年協會: [2025/26香港青年大使計

21 May 2025

Stanley Ho Community College

Release of Assessment Results & Application for Official Transcript via e-Form

IT Help on e-Learning Platforms

23

- Before logging in to LP, click “Contact Us” and scroll down for “Information Technology Services”

Learner Portal Sign In *MyPortal*

HKUSPACE 香港大學專業進修學院
HKU School of Professional and Continuing Education

[HKUSPACE Today](#) [CareersPACE](#) [General Information](#) [Links and Resource](#) [Contact Us](#)

form.

Title ☒ Mr. ☐ Ms. ☐ Miss ☐ Dr.

Name

Phone number (Optional)

Email

Course Title

☒ Comment ☐ Complaint ☐ Compliment

Validation code

☐ I'm not a robot

reCAPTCHA Privacy - Terms

Personal data provided as part of the feedback will be solely used by our staff for handling the feedback. All cases will be handled in strict confidence and will not affect the students' assessment results in any way.

[>> Top](#)

You can seek IT Help via:

- Email
- WhatsApp/ WeChat
- IT Help Chatbot/ Ticket

Information Technology Services

IT Help Contact

it.help@hkuspace.hku.hk

WhatsApp / WeChat: 6803 5480 [Hour of Operation: Monday – Friday: 9am – 10pm; Saturday: 9am – 5pm (Except Public Holidays)]

IT Help Service Ticket System

[Home page](#)

Reminder – Systems and Campus IT Facilities

24

System related	Campus IT facilities
<ul style="list-style-type: none">• Learner Portal• SOUL• SCORE• Webmail• Password reset	<ul style="list-style-type: none">• Students' computers on campus• Campus WIFI connection• College's eForm system
IT Help: it.help@hkuspace.hku.hk	IT Support: it.support@hkuspace-plk.hku.hk

- Please remember the above details and approach **DIFFERENT IT Help** for assistance.

Reminder – Login

25

- Username: **Student ID Number**
- Password: **Using the changed password after First Time login to Learner Portal**

Example:

Username:	20091234	Student ID number
Password:	Same as Learner Portal	

Reminder - Password

26

- Remember! The system password that you have changed affects on **ALL** e-Learning Platforms (i.e. Learner Portal, SOUL, SCORE, Webmail) also for the Campus Computer, Campus WiFi and College eForm system.
- Please remember the login and password, and do **not** share it with your schoolmates.

Reminder - Logout

27

Remember to logout

If you are using a public computer, it is important for you to **logout before leaving** the computer unattended. Otherwise, others can access your information using the same computer or even alter the data if your account remains logged in. The system will be logged out only when you logout from the Learner Portal and close the browser.



Learner Portal

Hi **Log Out**

HKUSPACE
香港大學專業進修學院
HKU School of Professional and Continuing Education

[My News](#) | [My Resources](#) | [My Events](#) | [CareerSPACE](#)

Latest News

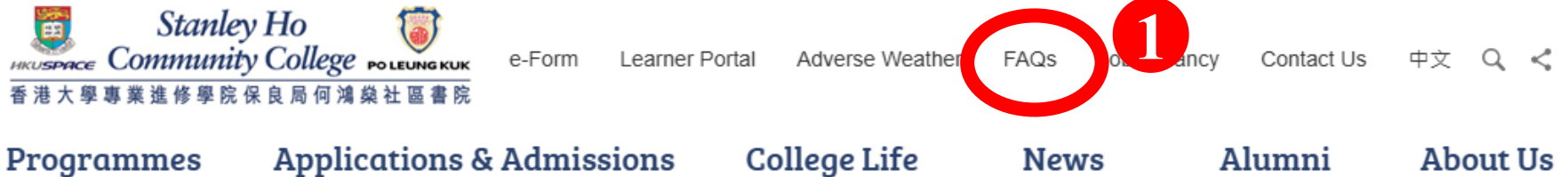
- 02 Jun 2025**
Cross Posting
IC - Online Information Seminars on Full-time International Degree Programmes for AD/ HD/ HKDSE/ IB Graduates (June 2025)
- 02 Jun 2025**
活動宣傳: 香港青年協會 x Moovup好工速遞「AI帶路. 搵工零難度」Career Fair [Chinese Only]
- 26 May 2025**
Stanley Ho Community College
Temporary Suspension of Services of Campus Facilities in Summer 2025
- All News**
Search...
#HKU School of Professional and Continuing Education #HKU SPACE PLK SH CC #Student Development Resource Centre #Cross-Group #Jun 2025 #May 2025 #Apr 2025 #Mar 2025 #Feb 2025 #Jan 2025 #Oct 2024 #Sep 2024 #Mar 2024
IC - Online Information Seminars on Full-time International Degree Programmes for

Reminder – Campus WiFi

28

Step 1: Click “FAQs” via HPSHCC college webpage at <https://hkuspace-plk.hku.hk>

Step 2: Click “WiFi Services” under “FREQUENTLY ASKED QUESTIONS” for user guides



FAQs

HOME > FAQs > FREQUENTLY ASKED QUESTIONS

FAQs

Frequently Asked Questions

WiFi Services

2

Study Subsidy Scheme for Designated Professions/Sectors (SSSDP) >

General Questions >

Reminder – Campus Workstations: Locations

29

Workstations are available in the following locations:

- 4/F : Library
- 5/F : Learning Commons
- 6/F : Open Access Lab (Room 601A)
- 6/F – 15/F : Lift Lobby

General Enquiry

30

General Enquiry:

Tel:	3923 7000
Email:	enquiry@hkuspace-plk.hku.hk

THANK YOU